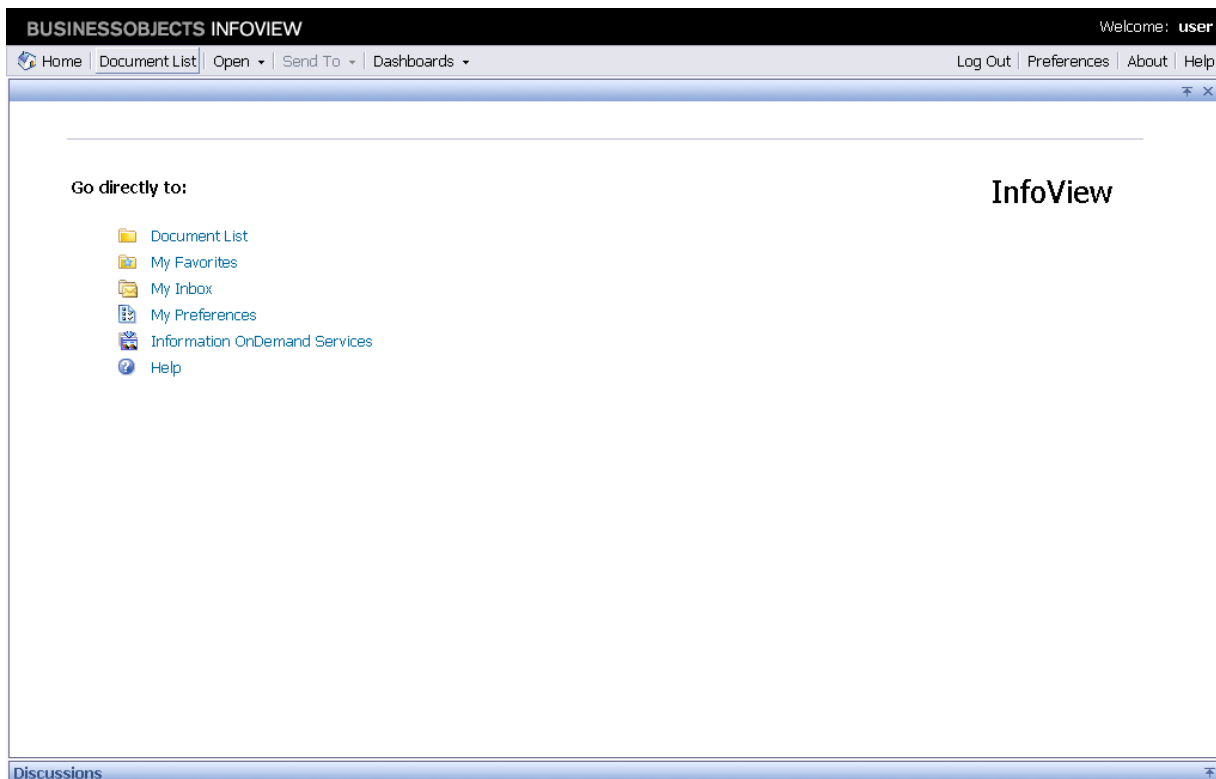


Creating hyperlinks

Procedure

1. Start the transaction using the menu path or transaction code.

Toolbar



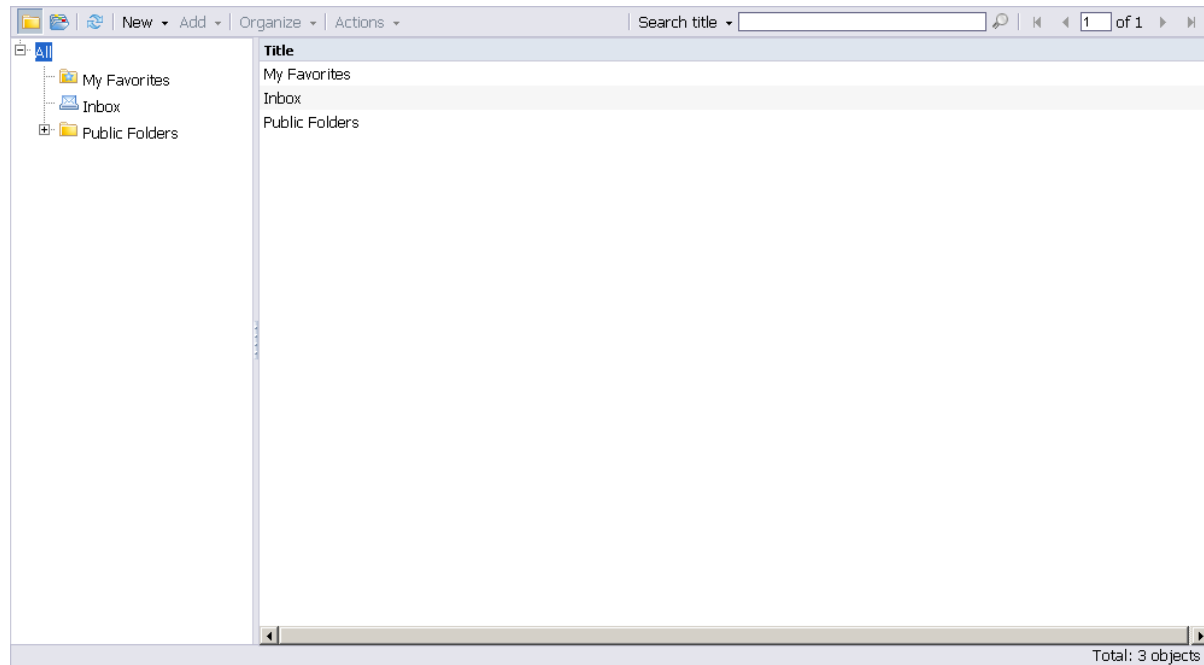
2. Click **Document List**.

Hyperlinks in InfoView are objects that provide easy access to commonly used URLs, such as a company website.

Go to the Document List.

Creating hyperlinks

Listing

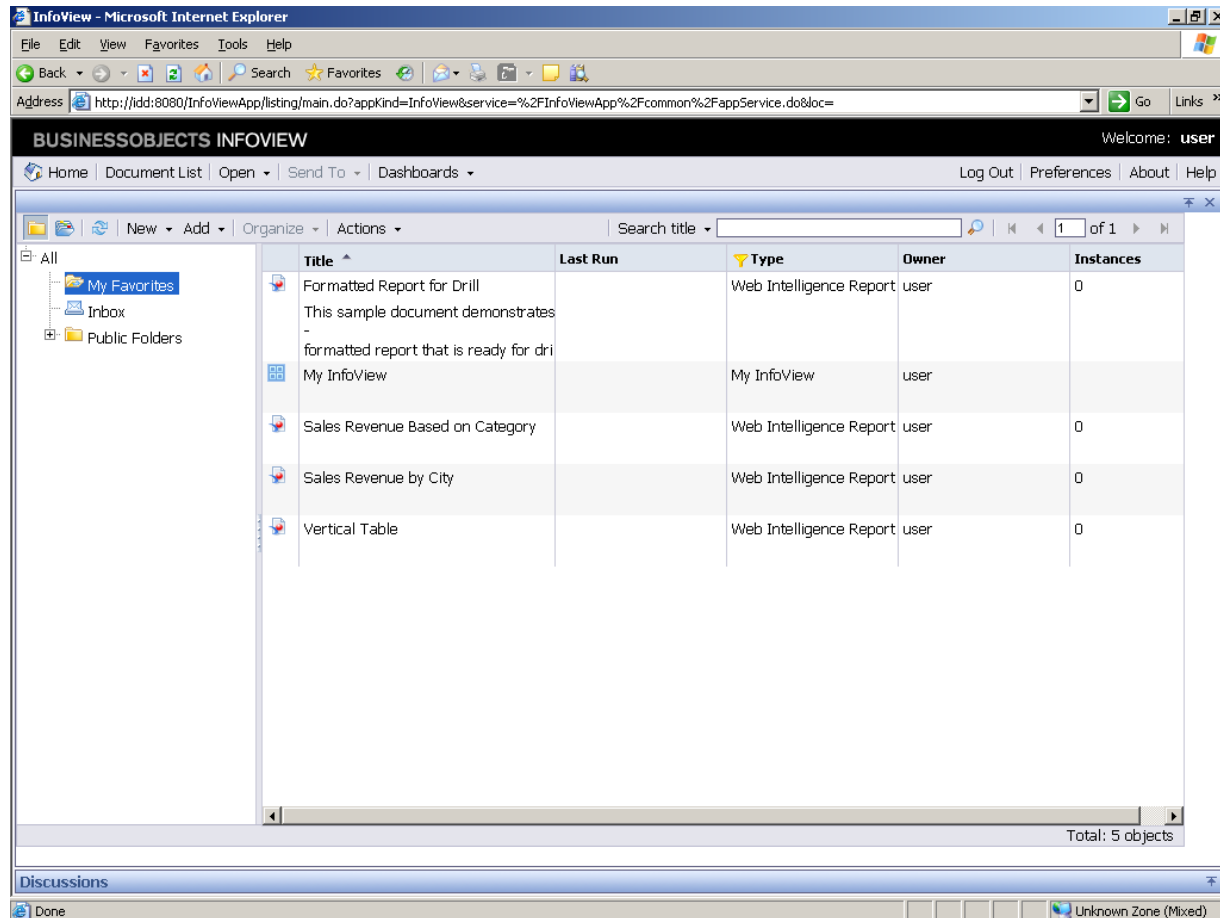


3. Click **My Favorites**.

Create this hyperlink in your My Favorites section.

Creating hyperlinks

Listing



4. Click **New**.
5. Click **Hyperlink**.

Creating hyperlinks

Properties

Title:

Description:

Keywords:

Categories: ☐ Personal Categories
☐ Corporate Categories

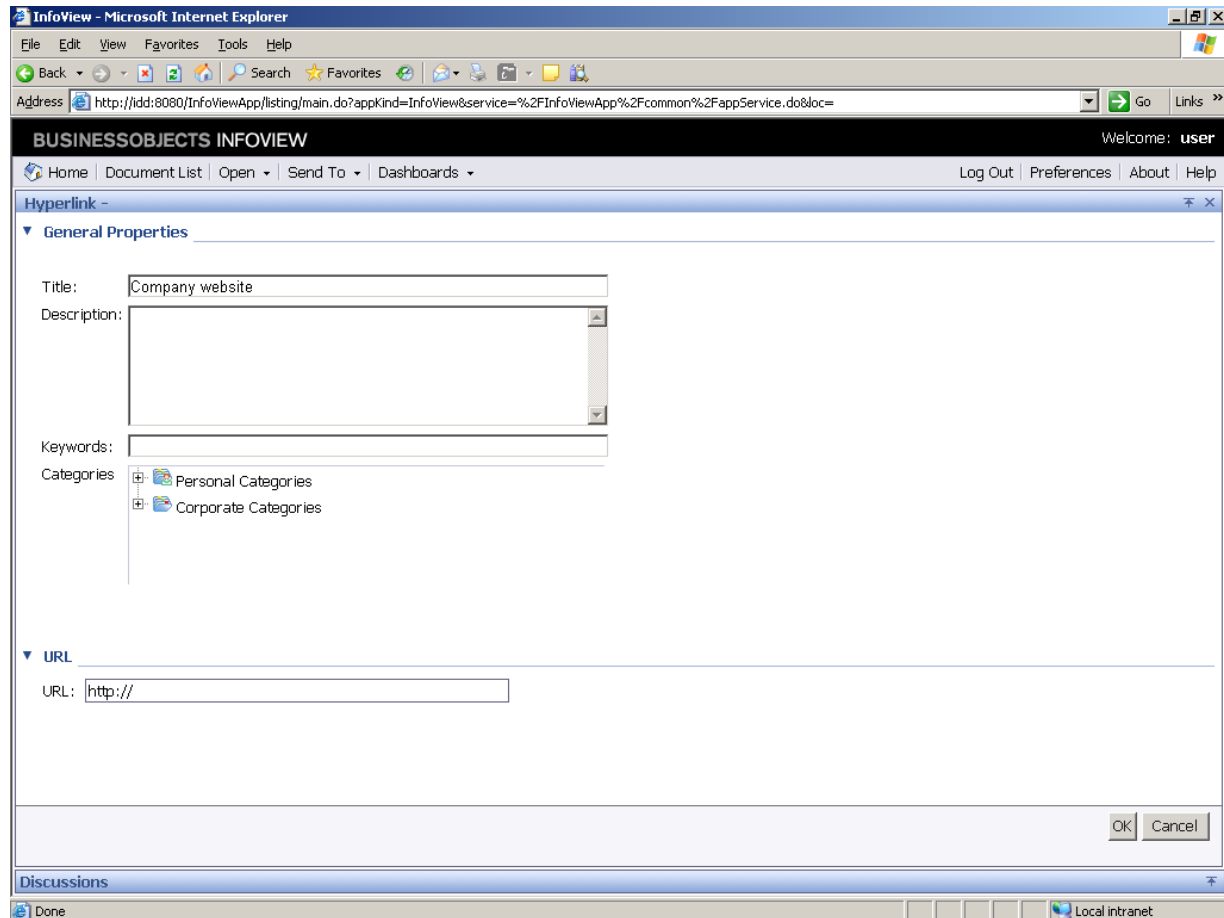
6. As required, complete/review the following fields:

Field	R/O/C	Description
Title:	R	Example: Company website

Enter the desired information into the Title field.

Creating hyperlinks

Properties



The screenshot shows a Microsoft Internet Explorer window displaying the Business Objects InfoView application. The address bar shows a URL starting with 'http://dd:8080/InfoViewApp/listing/main.do?appKind=InfoView&service=%2FInfoViewApp%2Fcommon%2Fapp5Service.do&loc='. The main content area displays the 'Hyperlink -' dialog box, which is titled 'General Properties'. The 'Title' field contains 'Company website'. The 'Description' field is empty. The 'Keywords' field is empty. The 'Categories' section shows a tree structure with 'Personal Categories' and 'Corporate Categories'. The 'URL' field is empty. At the bottom right of the dialog box are 'OK' and 'Cancel' buttons. The status bar at the bottom of the browser window shows 'Done' and 'Local intranet'.

InfoView - Microsoft Internet Explorer

Address: http://dd:8080/InfoViewApp/listing/main.do?appKind=InfoView&service=%2FInfoViewApp%2Fcommon%2Fapp5Service.do&loc=

BUSINESSOBJECTS INFOVIEW Welcome: user

Home | Document List | Open | Send To | Dashboards | Log Out | Preferences | About | Help

Hyperlink -

▼ General Properties

Title: Company website

Description:

Keywords:

Categories

- Personal Categories
- Corporate Categories

▼ URL

URL: http://

OK Cancel

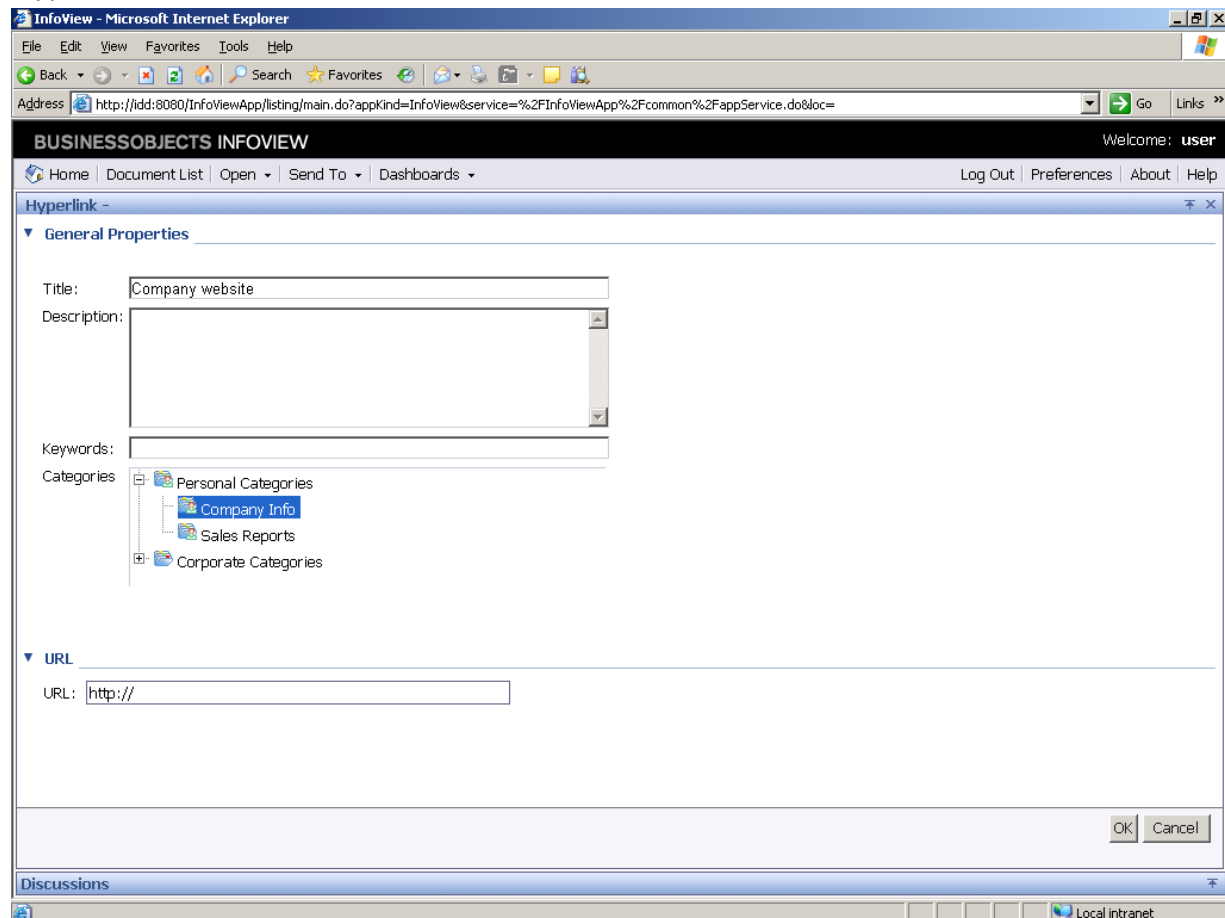
Discussions

Done Local intranet

- Click the + button before the **Categories** tree item.
- Click **Company Info**.

Creating hyperlinks

Hyperlink



9. As required, complete/review the following fields:

Field	R/O/C	Description
URL:	R	Example: www.businessobjects.com

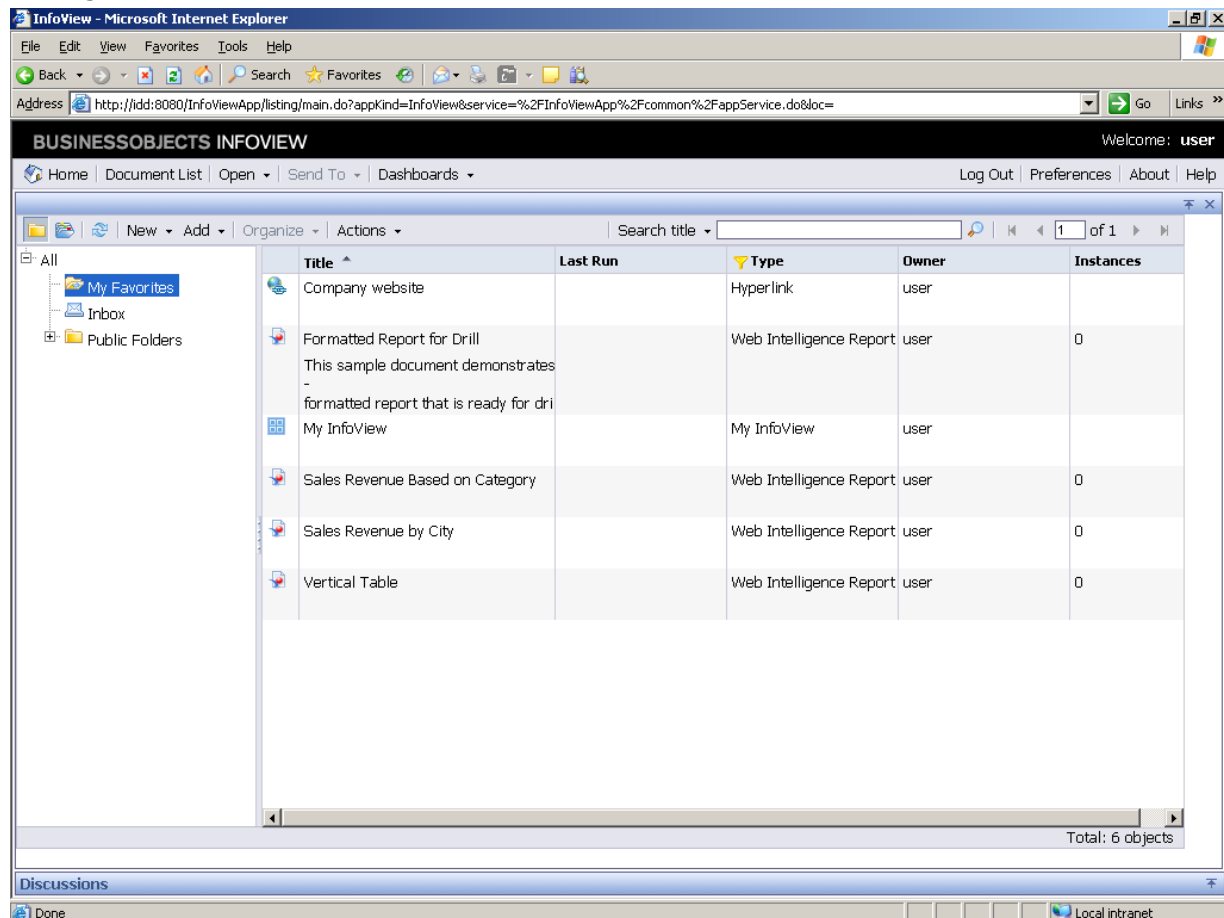
Enter the URL for the website that you are adding to InfoView as a Hyperlink.

10. Click **OK**.

Creating hyperlinks

Save your changes and create the hyperlink.

Listing



11. Click the **Company website** link.

The new hyperlink appears in the document list of your Favorites folder.

Creating hyperlinks

InfoView



12. Press [Enter] to continue.

The company website appears in the Workspace Panel.
Press **[Enter]** to continue.

Creating hyperlinks

Navigation Tree



13. End of simulation.